

Medical Marijuana Business License Application Flowchart

Application Submittal Applicant submits Medical Marijuana Business License Application and applicable documents to City Hall, 4th Floor, Business License Counter

Planning Review

- Applicant visits the Planning Counter at City Hall 4th Floor
- Planning will check the business location for buffers, the building's previous use, and parking requirements

Same Day

Application Fees

- Applicant revisits Business License for a Billing Summary to pay application fees
- Applicant pays application fees
- Applicant may leave City Hall after paying all application fees

Application Review

- Business License reviews application for completeness
- Applicant is notified of any deficiencies in the application
- Once application is complete, Applicant can meet with Development Services

4 weeks

Plan Check

- Applicant contacts Development Services staff to submit plans
- Plans are submitted for Department review
- Applicant can begin construction/tenant improvements

4-8 weeks

Taxes and Fees

- Plans are approved and building permit is issued
- Applicant receives bill for initial business license tax and/or fees
- Applicant pays all taxes and fees

Department Reviews

- All Departments (Development Services, Fire, Business License, Police, and Health)
 will review the application and perform any inspections as needed.
- Development Services issues a Certificate of Occupancy

6+ weeks

License Issued

- Applicant receives business license in mail
- Testing Laboratories will receive a Conditional License to complete ISO accreditation before issuance of permanent license